



BABA MASTNATH UNIVERSITY

Asthal Bohar, Rohtak, NH-10, NCR, Haryana-124021(India)
Established under Haryana Private Universities Act, 2006
Recognized by the UGC u/s 2(f) and Member, Association of Indian Universities
Website: www.bmu.ac.in

To
The Vice Chancellor
Baba Mastnath University, Rohtak

Date: 28/11/2025

Subject: Submission of Minutes of the Meeting on "Planning of Activities for Academic Session 2025-26" for Kind Approval

Respected Sir,

With due respect, I am submitting herewith the Minutes of the Meeting on "Planning of Activities for Academic Session 2025-26", which was held on 25th November 2025 at 3:00 PM in the Board Room of the Administrative Block under your esteemed chairmanship. The minutes comprehensively outline the discussions, decisions, and directives issued to the Conveners of various University Cells for activity planning, documentation, and compliance for the academic session 2025-26.

I humbly request your kind perusal and approval of the enclosed minutes so that the decisions taken during the meeting may be formally implemented and communicated to all concerned stakeholders.

Submitted for your kind approval, please.

With highest regards,

Arup Giri
(Dr Arup Giri)

Director, IQAC

Baba Mastnath University, Rohtak

✓
(Approved/Not approved)

[Signature]
(Vice Chancellor)



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The Minutes of the Meeting on “*Planning of Activities for Academic Session 2025–26*” held on 25th November 2025 at 3:00 PM in the Board Room of the Administrative Block, Baba Mastnath University, under the esteemed chairmanship of the Hon’ble Vice Chancellor, were prepared to outline the institutional strategies for planning, organizing, and documenting academic and co-curricular activities for the upcoming academic session. The meeting was convened by the Internal Quality Assurance Cell (IQAC).

Members Present

1. Prof. Vinod Kumar (Registrar)
2. Prof. Anil Dudy (Alumni Association)
3. Prof. Jaspreet Dahiya (Anti-Ragging Committee)
4. Prof. B. K. Jha (Artist/Artisan-in-Residence Committee)
5. Dr. Bablu Sharma (Bharat Scouts and Guides)
6. Dr. Abhishek (Career Counselling and Placement Cell)
7. Prof. Hema Singla (Counselling Cell)
8. Dr. Suman Rathee (Cultural Committee)
9. Dr. Seema Devi (Cyber Cell)
10. Prof. Sapna Bansal (Day Care Committee)
11. Prof. Naveen Kapil (Domain Clubs)
12. Prof. Braham Parkash (Electoral Awareness Club)
13. Prof. Ravi Kumar Rana (Equal Opportunity Cell)
14. Dr. Manjeet Kumar & Dr. Sanjay Kumar (Fostering Social Responsibility and Community Engagement Committee)
15. Prof. Neeraj Khare (Incubation Centre)
16. Prof. Manoj Kumar Verma (Industry–Academia Interface Cell)
17. Prof. Ravi Kumar Rana (Institutional Development Plan)
18. Dr. Anil Dudy (NCC)
19. Prof. Manoj Kumar Verma (Research and Development Cell)
20. Dr. Sonia Saroha (SC/ST Cell)
21. Dr. Bijender Singh (Skill Development Centre)
22. Dr. Bablu Sharma (Sports Committee)
23. Prof. Anil Kanwa (Students Grievance Redressal Committee)
24. Dr. Ritu (Vikshit Bharat @2047)
25. Prof. Aruna Anchal (Women Studies and Research Cell)
26. Dr. Sanjay Kumar (Youth Red Cross – YRC)

The purpose of the meeting was to streamline the operational framework of all university Cells, standardize documentation procedures, and reinforce compliance with NAAC guidelines for the academic year 2025–26.

Proceedings of the Meeting

1. The meeting commenced with the Hon'ble Vice Chancellor setting forth the agenda and emphasizing the need for structured planning and timely execution of all activities across every Cell. He highlighted the pivotal role of systematic documentation in ensuring institutional quality enhancement and NAAC compliance.
2. This was followed by a detailed PowerPoint presentation by the Director, IQAC, on "*Instructions to be Followed for Accomplishing Any Activity/Event by the Organizing Secretary*". The presentation clarified mandatory documentation norms and outlined the sequential flow of procedures from event approval to submission of final reports.
3. A detailed discussion ensued regarding the event documentation protocol, and the House unanimously approved the requirement of the following documents for every event:
 - Duly signed latest IQAC Event Approval Format;
 - Event Flyer for external circulation;
 - Event Circular for internal circulation, signed by the Registrar;
 - Coloured Brochure;
 - Minute-to-minute schedule of the event;
 - Duly filled participant registration forms;
 - Participant list with signatures;
 - Geo-tagged photographs;
 - Evaluation report signed by judges (for competitive events);
 - List of awardees signed by judges (where applicable);
 - Certificates issued (if applicable);
 - Two to three short (2–3 minutes) event videos;
 - Event report of minimum two pages with embedded geo-tagged photographs;

- Duly filled participant feedback forms;
 - Consolidated feedback report.
4. It was resolved that updated softcopy templates of all these documents would be uploaded on the IQAC website on or before 28th November 2025 by the Director, IQAC, with the assistance of Mr. Inderpreet Singh (IT Head). The Hon'ble Vice Chancellor also directed that every event must include the caption "In Association with Internal Quality Assurance Cell (IQAC)" in all flyers, circulars, brochures, and flex materials.
 5. The House agreed that the Organizing Secretary of each event must upload the complete event report within five days of the event, and the respective Convener must ensure timely compliance via the official event submission link. The revised IQAC Event Approval Format shall also be uploaded by the declared date.
 6. Further, the Hon'ble Vice Chancellor instructed all Cell Conveners to prepare the Activity Calendar for 2025-26, and revise the activity calendars for 2022-23, 2023-24, and 2024-25, according to the standard template that shall be circulated by the Director, IQAC. Each Cell is required to organize a minimum of six activities during the academic year.
 7. All pending reports of previous years were instructed to be uploaded without delay. Conveners of compliance-related Cells—specifically the Anti-Ragging Cell, Equal Opportunity Cell, SC/ST Cell, Students Grievance Redressal Committee, and Women Studies and Research Cell—must submit their session-wise activity reports (2022-23, 2023-24, 2024-25) to Prof. Hema Singla (Metric Owner 7.1) by 6th December 2025.
 8. The Director, IQAC, was further instructed to modify the event submission link by replacing the "Faculty" section with "Faculty/Cells" and incorporate a complete list of all Cells to ensure accurate classification of events. The meeting reaffirmed that every event conducted by any Faculty or Cell must have a designated Organizing Secretary.

9. The meeting concluded with an expression of gratitude toward the Hon'ble Vice Chancellor for his visionary guidance and continued encouragement in strengthening the institutional quality framework.

Date: 28 /11/2025


(Dr. Arup Giri)

Director
Internal Quality Assurance Cell
BMU, Rohtak

A copy is forwarded to the following persons:

1. PS to Chancellor (for Information).
2. PS to Vice-Chancellor (for Information).
3. Registrar.
4. Dean Academic Affairs.
5. All Deans/Principals of the Faculties.
6. All Conveners of Different Cells.
7. All NAAC Criteria Owners.
8. Mr Inderpreet Singh (Head, IT Cell).

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